

Operations Guide



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SECTION 1 INTRODUCTION

This document is the Operations Guide for the Goddard Slow Pitch Softball Association (GSPSA).

1.1 Scope of the Document

This document captures the details of the GSPSA Executive Committee (EC) purchase process, the wages paid to various positions, and the process for setting up the summer softball tournaments. Additionally, it captures any procedures that are needed to support the functioning of the league or the facility. The intent of this document is to eliminate any single-point failures within the EC, as well as reduce the time EC members spend explaining processes and procedures to one another.

1.2 Process for Updating this Document

The GSPSA Operations Guide can be updated at any time throughout the year. EC members will review the updates, but the actual document changes need not be approved by vote. This is because the actual policies that drive the operations will have already been approved by the EC. Rather, changes to this document shall be accepted by consensus among the reviewers.

SECTION 2 LEAGUE PURCHASES

The purchases required to allow the GSPSA to operate are documented below. The expenditure limit and approval process are documented in the Constitution and/or Policy Book.

2.1 *Balls and Rulebooks*

The balls are purchased from Direct Sports (<http://directsports.com>). The phone number is 1-800-456-0072

The ASA Rulebooks are purchased through Jack Mowatt via email to commissioner@mddcasa.org.

2.2 *Bases and Field Equipment*

All bases and field equipment has been purchased from Beacon Athletics (<http://beaconathletics.com>). The bases that we use are Hollywood Impact bases. You can purchase these separate or in sets. We usually purchase sets since they are more cost effective. The purchasing process is to call them with our order and have them bill us. The phone number is 1-800-747-5985 and our Customer # is B20769.

2.3 *Dirt and Marking Lime*

The dirt that we purchase is called "Ball Diamond Mix" and we currently get this from Turf & dirt. Their mailing address is 5909 Forest Court, Eldersberg, MD 21784. The phone number is 410-952-5027.

The lime that we use to line the fields is just general-purpose marking lime purchased from Newsom Seed out of Fulton, MD, 240-554-0359. These transactions have been COD. So, when the delivery is going to be made, a check must be given to the driver.

2.4 *Toilets*

Sanijohn provides the port-a-potties that we use at the softball fields. We rent 3 potties per month from April thru October. However, for Tournaments, we rent an additional 3 potties for each tournament. Weekly flushing is included in the rental price. Tuesday is the weekly service day for the 2006 Season.

To have additional potties delivered, call 301-937-4686 or 1-800-348-1578. Our account # is 5567.

2.5 Pest Control

Pest control is the duty of the Concession Manager. The current pest service contract for the 2008 Season is with Regional Pest Management, Inc to treat the facilities (Garages & Concession Stand). The company address is 4333 Washington Blvd., Halethorpe, MD 21227. The biggest problem here is getting these guys access to the facilities. Our contract is annual. The phone # is 410-737-0940. The service is currently done by Quinton on the second Monday of the month.

2.6 Trash

We currently rent the 8 cubic-yard container from Grayhound Trash Removal, Inc. from April thru October. This rental agreement includes once-a-week pickup. The phone # for Greyhound Trash is 301-735-6686 and our account # is BUS135.

2.7 Beer

The purchase of Beer is controlled by the Concession Manager. The current distributor that we deal with is Buck Distributing. The process for this is COD which eliminates any billing surprises. The current salesman is Bill Boetler.

2.8 Phone

We currently use AT&T for both local and long distance calling on the non-GSFC phone (301-474-1596).

2.9 Food

The Concession Manager controls all food purchases during the season.

2.10 Concession Supplies

The Concession Manager controls all operational supply purchases during the season.

2.11 Awards

Purchases of Awards are controlled by the VP of Activities. (Ralph needs to supply the contact info for the Award Purchases)

2.12 Mail Box

The GSPSA rents a Post Office Box at the Glen Dale Post Office. We are billed annually for this box. The address is P.O. Box 2, Glen Dale, MD 20769-0002.

2.13 Miscellaneous Purchases

Miscellaneous purchases will be handled as they arise by the Executive Committee.

SECTION 3 WAGE STRUCTURES

The sections below document the current wages that the GSPSA pays.

3.1 *Umpires*

The compensation for each game is \$18 per umpire. Umpires will be paid for completed games only. There will be no compensation for games called on account of weather until that game is considered “official” according to ASA rules.

3.2 *Concession Stand Workers*

The Concession stand manager will be paid \$150 per week and \$8 per hour during the normal Summer Leagues. Other workers will receive \$5.50 per hour. After the Summer Leagues are completed, the Concession Manager does not receive a salary. For the Fall League, the Concession Stand will be open on the night that the Fall League plays. The Concession Manager will be paid \$114 per night that the Fall League plays.

3.3 *Field Worker*

The field worker will be paid a weekly salary of \$350 starting one (1) week prior to the start of the season and one (1) week after the conclusion of the season. Also, one (1) week’s salary will be dedicated to the Fall League. This week is in addition to the Summer Leagues.

3.4 *Tournament Director*

The Tournament Director will be paid \$300 salary plus \$12.50 per team per tournament.

SECTION 4 PLANNING AND RUNNING A TOURNAMENT

(DENNIS, with help from RALPH, needs to populate this Section)

SECTION 5 FACILITY STARTUP

There are several things that must be done to open the facility up for the season. Some of these activities can be performed at the pre-season work parties.

5.1 *Turning On the Water Supply*

Turning on the water should be the first thing done at the facility. This procedure requires the Concession Manager and one other person. The procedure is:

1. Close the faucets behind the backstops on Fields #2, 3, and 4.
2. Outside the back door to the garage there is the main feed as shown in diagram 5.1 below. Open valve #2 which feeds water down range to Fields #2, 3, and 4. Make sure that there are no leaks.
3. Close Valve #3.
4. Close the faucets inside the beer shed at the sink and the front faucet between the Beer tapper and the table in the front.
5. Close the faucet at the end of the garage
6. Open Valve #4. Test that the water flows by opening the faucet close in step #5 above.
7. Open valve #1.
8. Open both valves leading to the water storage system just inside the door of the beer shed.
9. Turn on the hot water heater. There is a breaker in the electric panel.
10. Check for any leaks.

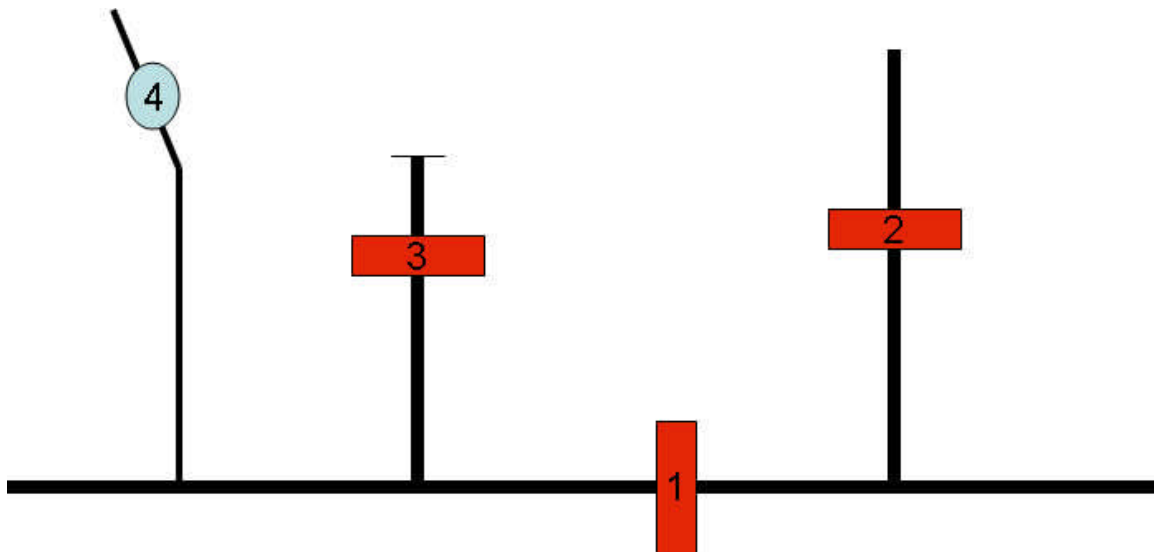


Figure 5.1 Water Valves

5.2 *Moving the Picnic Tables from Storage*

The picnic tables need to be moved from the cement pad in front of the League Standings bulletin board to the desired locations. If there are any tables in need

of repair, these should be set aside in a designated location until they are repaired.

5.3 *Putting up the Home-Run Net on Field #1*

This activity assumes that any needed repairs to the net have been completed. Items that may need to be purchased are new clasps and large cable ties.

The Home-Run net is stored as 2 pieces in the 2 silver “coffins” just inside the left garage door while facing the garage. Bring the top “coffin” out of the garage and sit it on the ground. Open the lid and remove the net. A screwdriver and or pliers should be handy in order to open the lid. Place the net on the road and unfold it. The net is folded in thirds with each end in the middle. Find each end and stretch the net out on the road. Once the net is all stretched out, it can be moved to the poles.

NOTE: The net goes between the Outfield fence and the poles.

Repeat the above procedure for the other piece of net.

There are 5 cranks in the garage for each of the 5 poles. Therefore, at least 5 people are required to perform this activity. Each person on a crank should work with the person next to him to hoist the net in a coordinated manner. If there are more than 5 people available for this activity, the additional people can position themselves between the poles to keep the net from snagging on the fence. When putting up the net, clasps need to hold the net to the cable on the pole. The clasps should be placed at every nth grommet. The person that is on the middle pole (#3) should tie both nets together with a cable tie in every grommet that does not have a clasp tied to the cable.

Once the net is up, return the 5 cranks to the garage. Close the 2 silver coffins and have 2 guys return each coffin to the trailer where these are stored.

5.4 *Concession Stand Startup*

Barney or our VP of Facilities will have to supply any beneficial information here.

5.5 *Starting Seasonal Services*

The Treasurer is responsible for re-establishing any Seasonal contracts that the GSPSA enters into. These are usually the Trash and Port-A-Potty contracts.

SECTION 6 FACILITY SHUTDOWN

At the conclusion of the Fall League, there are several things that must be done to shut the facility down for the winter.

6.1 Storing the Picnic Tables and Trash Cans

The picnic tables need to be stored on the cement pad in front of the League Standings bulletin board. The tables are stacked in rows of two high. The top table is turned upside down so that the table tops are touching. During this activity, everyone involved should note if there are any tables in need of repair.

The trash cans should be gathered, emptied into the dumpster (if needed), and rinsed before storing these in the garage for the winter. The cans can be stacked as long as they are dry.

6.2 Taking down and Storing the Home-Run Net on Field #1

The Home-Run net should be taken down as soon as possible after the season. Before taking the net down, it should be dry. This means that there should be a sufficient number of dry days before this activity is undertaken. The suggestion is at least 3 dry days.

The nets are stored as 2 pieces in the 2 silver “coffins”. These “coffins” are stored in the trailer. The first thing to do is to have 2 guys bring each coffin to the front of the upper garage near Field #1.

There are 5 cranks in the garage for each of the 5 poles. Therefore, at least 5 people are required to perform this activity. Each person on a crank should work with the person next to him to bring the net down in a coordinated manner. If there are more than 5 people available for this activity, the additional people can position themselves between the poles to keep the net from snagging on the fence. When bringing the net down, there are clasps that hold the net to the wire on the pole. These clasps should be removed while taking the net down. The person that is on the middle pole (#3) should detach the 2 nets from each other in addition to removing the clasps.

NOTE: Only the clasps that hold the net to the wire should be removed as the net is being taken down.

Once the net is down and off the poles, it should be moved onto the road so that it can be made ready for storage. The procedure is to gather the net as thin and tight as possible. The net must be folded into thirds. To do this, the net should be stretched as long as possible and folded from each end into the middle. Once this is done, the net should be gathered as thin as possible and placed into one of the silver “coffins”. The final trick is to close and latch the lid of the coffin. A screwdriver and or pliers should be handy for this.

Once the nets are in the silver coffins, they should be placed on top of each other just inside the left garage door while facing the garage.

6.3 Concession Stand Shutdown

Barney or our VP of Facilities will have to supply any beneficial information here.

6.4 Turning Off the Water Supply

Turning off the water should be the last thing done at the facility. This procedure requires the Concession Manager and one other person. The procedure is:

1. Turn off the hot water heater. There is a breaker in the electric panel.
2. Close both valves leading to the water storage system just inside the door of the beer shed.
3. Outside the back door to the garage there is the main feed which needs to be shut off. It is under the steel plate outside the garage door. There are 3 valves in the hole as shown in diagram 5.4.1 below. Close valve #1.
4. Also, there is a round valve (#4) that needs to be closed.
5. Open the faucet at the end of the garage and let the water drain back from the pipe, the outside spigot will have to be turned on in order for it to drain properly.
6. Open the faucets inside the beer shed at the sink and the front faucet between the Beer tapper and the table in the front.
7. Back out side there is an underground valve again under the steel plate that can be opened that will back drain the water from the beer shed. This is valve #3.
8. Close valve #2 which feeds water down range to Fields #2, 3, and 4.
9. Open the faucets behind the backstops on Fields #2, 3, and 4.

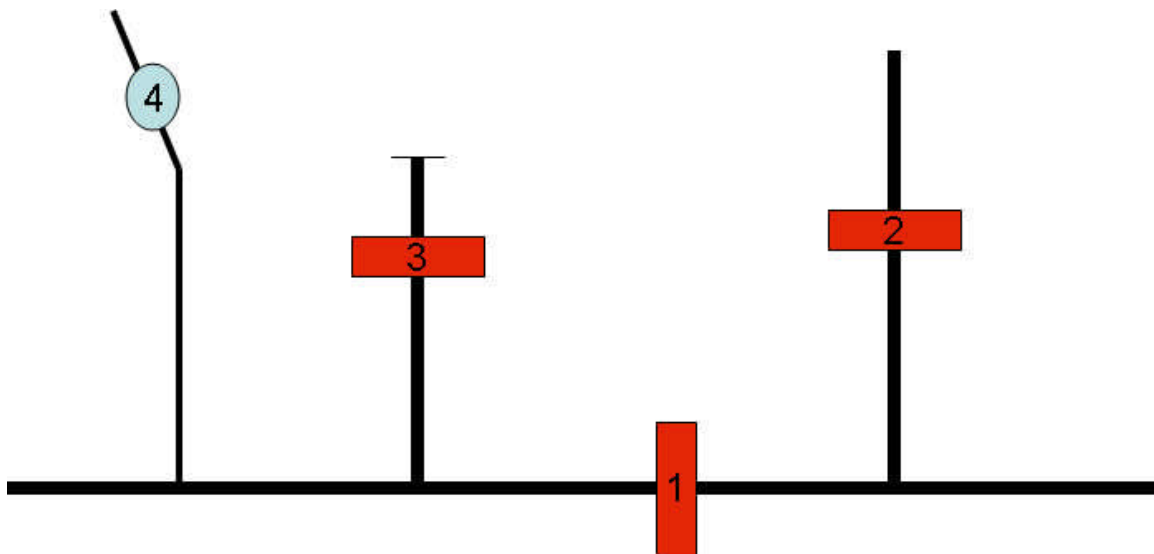


Figure 5.4.1 Water Valves

6.5 *Canceling Seasonal Services*

The Treasurer is responsible for canceling any Seasonal contracts that the GSPSA enters into. These are usually the Trash and Port-A-Potty contracts.

SECTION 7 MISCELLANEOUS

This section documents any general items or lessons learned topics that should be known to the EC Members.

7.1 Shutting off the Tractor

The tractor does not turn off by just turning the key to the off position. Therefore, to shut the tractor off, you must put it into gear and stall the engine.

7.2 Hooking things to the Tractor

This section contains the instructions on how to hook certain tools to the tractor.

7.2.1 Rake

7.2.2 Blade

7.2.3 Woods Mower

7.2.4 Drag

7.2.5 Trailer

7.3 Cub Cadet Maintenance

There is maintenance that needs to be done to this mower at least once every month that this mower is used. This maintenance includes:

1. Changing the oil.
2. Grease all the fittings
3. Replace the blades with newly sharpened blades.
4. Get old blades sharpened.

7.4 League Standings and Score Submission

Each League Commissioner is responsible for entering scores after each week of play using the Web Application setup to display these to the general public. The process for doing this is as follows:

1. Go to the Admin page (<http://softball.gsfc.nasa.gov/Admin/Admin.cfm>) and login using the account that you setup previously.
2. After you have logged on, click the Game Editor link.
3. If you are entering scores for a scheduled night of games, click the Create Scheduled Games... button.
4. Select your League and the Game # for the scores you wish to enter and click the Save Changes button.

5. You will be presented with a page that contains the “scheduled” games and entry boxes for the score for each team.
6. After you have entered the scores for each game, click the Save Changes button.
7. Now, you want to go back to the Admin page and click “Standings and Placement Administration”.
8. Select your League, and click Calculate Standings. This will calculate your League’s standings for the current half. **NOTE:** if this page does not complete relatively quickly, it is in an infinite loop. You must stop loading this page.
9. As League Commissioner, I built in a manual placement editor. Select your League and click the Edit Placement button. On this page, you can manually enter the placements for the teams in your League.